United Nations ST/SGB/2011/7

Secretariat

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# Secretary-General's bulletin

## Central review bodies

The Secretary-General, for the purposes of implementing staff rule 4.15 on central review bodies, promulgates the following:

**Section 1**
**Definition**

The following definition applies for the purpose of the present bulletin:

Central review bodies: unless otherwise specified, the central review bodies shall encompass the Central Review Boards, the Field Central Review Boards, the Central Review Committees, the Field Central Review Committees, the Central Review Panels and the Field Central Review Panels.

**Section 2**
**Establishment**

2.1 Central Review Boards are established in New York, Geneva, Vienna and Nairobi to review and provide advice on the recommendations for selection of staff to the P-5 and D-1 levels in the Secretariat. A Central Review Board for the regional commissions composed of staff members from the five regional commissions (Economic Commission for Europe, Economic Commission for Africa, Economic Commission for Latin America and the Caribbean, Economic and Social Commission for Asia and the Pacific, and Economic and Social Commission for Western Asia) is established to review and provide advice on the recommendations for selection of staff at the P-5 and D-1 levels for those commissions.

2.2 Field Central Review Boards are established in the Department of Field Support to review and provide advice on the recommendations of candidates for inclusion in rosters at the P-5 and D-1 levels for job openings published by peacekeeping operations and special political missions supported by the Department of Field Support, who may be subsequently selected for appointment to specific positions. Field Central Review Boards will also review and provide advice on the recommendations for selection of staff to position-specific job openings at the P-5 and D-1 levels in peacekeeping operations and special political missions, as and when required.

2.3 Central Review Committees are established in New York, Geneva, Vienna, Nairobi, Addis Ababa, Bangkok, Beirut and Santiago to review and provide advice

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on the recommendations for selection of staff in the Professional category up to the P-4 level in the Secretariat.

2.4 Field Central Review Committees are established in the Department of Field Support to review and provide advice on the recommendations of candidates for inclusion in rosters in the Professional category for positions up to and including the P-4 level, as well as positions in the Field Service category at the FS-6 and FS-7 levels, in peacekeeping operations and special political missions supported by the Department of Field Support, who may be subsequently selected for appointment to specific positions. Field Central Review Committees will also review and provide advice on the recommendations for selection of staff to position-specific job openings up to and including at the P-4 level, as well as positions at the FS-6 and FS-7 levels in peacekeeping operations and special political missions, as and when required.

2.5 Central Review Panels are established in New York, Geneva, Vienna, Nairobi, Addis Ababa, Bangkok, Beirut and Santiago to review and provide advice on the recommendations for selection of staff in the General Service and related categories to the G-5, TC-4 and S-3 levels and above, in the Secretariat.

2.6 Field Central Review Panels are established in the Department of Field Support to review and provide advice on the recommendations of candidates for inclusion in rosters in the Field Service category, up to and including the FS-5 level in peacekeeping operations and special political missions administered by the Department of Field Support, who may be subsequently selected for appointment to specific positions. Field Central Review Panels will also provide advice on the recommendations for selection of staff to position-specific job openings up to and including the FS-5 level in peacekeeping operations and special political missions, as and when required.

2.7 Heads of departments/offices who have been delegated authority to appoint, select and promote staff up to the D-1 level for service limited to the entity concerned may establish a special joint body to advise them in the exercise of their authority. The composition and functions of such a body shall, to the greatest possible extent, be governed by the provisions contained in sections 3 to 6 of the present bulletin. Alternatively, heads of departments/offices who have been delegated authority to appoint, select and promote staff up to the D-1 level for service limited to the entity concerned may opt for the full application of the system for upcoming job openings, in which case the appointment of the individual selected as a result would not, or would no longer be limited to service with the entity concerned. Should the head of department/office exercise this option, the case would be considered by the relevant central review body established pursuant to sections 2.1 to 2.6, but would be referred back to the head of department/office if that body found that the evaluation criteria had not been properly applied and/or that the applicable procedures had not been followed, in accordance with section 4.9 below. If, in these instances, the head of department/office does not agree with the advice or recommendation of the central review body, the appointment of the individual selected will be limited to the entity concerned.

2.8 The provisions of this bulletin are not applicable to the separately administered programmes, funds and subsidiary organs of the United Nations. The executive heads of these entities, to whom the Secretary-General has delegated appointment and promotion functions, may establish advisory bodies to advise them in the case of staff members recruited specifically for service with those programmes, funds or subsidiary

organs. The composition and functions of such advisory bodies should be generally similar to those of the central review bodies established by the Secretary-General.

**Section 3**
**Composition of the central review bodies**

*Central Review Boards*

3.1 The Central Review Boards established under section 2.1 shall be composed of serving staff members holding appointments under the staff rules, other than temporary appointments, who have been recruited after a competitive process and whose rank is not below that of the level of the post for which appointment, selection or promotion is contemplated, as follows:

(a) Eight members selected by the Secretary-General for each Central Review Board, whether in New York, Geneva, Vienna, Nairobi or the one for the regional commissions;

(b) Eight members selected by the staff representative body for each Central Review Board, whether in New York, Geneva, Vienna, Nairobi or the one for the regional commissions;

(c) One of the members selected jointly by all the members of each Board shall serve as chairperson of the Board; two members, one from among the members nominated by the staff representative body and another one from among the members nominated by the Secretary-General selected jointly by all the members, shall serve as alternate chairpersons of the Board.

3.2 The Field Central Review Boards established under section 2.2 shall be composed of staff members holding appointments other than temporary appointments and whose rank is not below that of the level of the post for which appointment, selection or promotion is contemplated, as follows:

(a) Eight members selected by the Secretary-General for each Field Central Review Board;

(b) Eight members selected by the Field Staff Union for each Field Central Review Board;

(c) One of the members selected jointly by all the members of each Board shall serve as chairperson of the Board; two members, one from among the members nominated by the Field Staff Union and another one from among the members nominated by the Secretary-General selected jointly by all the members, shall serve as alternate chairpersons of each Board;

(d) Should the need arise, additional members may be selected by the Secretary-General and the Field Staff Union.

*Composition of Central Review Committees and Panels*

3.3 The provisions of section 3.1 of the present bulletin governing the composition of Central Review Boards shall also apply to the composition of Central Review Committees and Central Review Panels established pursuant to sections 2.3 and 2.5 of the present bulletin.

3.4 The provisions of section 3.2 of the present bulletin governing the composition of Field Central Review Boards shall also apply to the composition of Field Central Review Committees and Field Central Review Panels established pursuant to sections 2.4 and 2.6.

*General provisions*

3.5 In choosing whom to select to serve on the Boards, Committees and Panels every effort shall be made to ensure a balanced representation with respect to geography, gender and departments/offices and the peacekeeping operations and special political missions.

3.6 The Assistant Secretary-General for Human Resources Management or the head of the office concerned, as appropriate, shall request the staff representative body at the duty station concerned to nominate in writing members for the bodies pursuant to sections 3.1 (b) and 3.3 of the present bulletin. The Under-Secretary-General for Field Support shall request the Field Staff Union to nominate in writing members pursuant to sections 3.2 (b) and 3.4 of the present bulletin.

3.7 Should no final nomination be made in accordance with sections 3.5 and 3.6 above within two months of the written request, or should the members selected by the staff collectively not participate, the central review body concerned may nevertheless be constituted and discharge its functions when four members are available.

3.8 All nominations for the central review bodies shall be cleared by the Administrative Law Section in the Office of Human Resources Management to ensure that the nominees are not subject to disciplinary proceedings or have not been the subject of a disciplinary measure prior to the final approval by the Secretary-General. Nominees who are confirmed to have been the subject of a disciplinary measure shall not be included in the list to be submitted for the final approval by the Secretary-General.

3.9 Members of the central review bodies shall be appointed for a term of two years and may serve for a maximum of four consecutive years. If a member joins the review body at any time within the two-year period, he/she will be considered to have served for the entire duration of the term.

3.10 Representatives of the Office of Human Resources Management who are not part of the review body secretariat shall serve as ex officio non-voting members of the Central Review Boards and Central Review Committees in New York. A representative of the local human resources office designated by the head of the regional commission holding the chairmanship of the Regional Commission Central Review Board shall serve as an ex officio non-voting member of the board. A representative of the local human resources office designated by the head of the office shall serve as an ex officio non-voting member of the central review bodies established at other duty stations. Representatives of the Field Personnel Division, Department of Field Support, designated by the Under-Secretary-General for Field Support outside the review body secretariat, shall serve as ex officio non-voting members of the Field Central Review Boards and Committees.

3.11 A focal point for women shall be designated to participate in the meetings of the central review bodies established in New York and at other duty stations in an advisory capacity. A focal point for women shall be designated in the Department of

Field Support to attend the meetings of the field central review bodies in an advisory capacity.

**Section 4**
**Functions of the central review bodies**

4.1 The rules of procedure for the central review bodies shall be provided by the Office of Human Resources Management together with an instructional manual for the members of the central review bodies.

4.2 The meetings of the central review bodies shall be conducted through virtual means, permitting the participation of staff members located at sub-offices, peacekeeping operations and special political missions. In cases where deliberations may require interaction beyond the facilities provided by the electronic tool, subsequent deliberations shall be initiated as warranted through telephone or videoconferences.

*Advising on recommendations*

4.3 The central review bodies shall advise the Secretary-General on all proposed appointments of one year or longer pursuant to the provisions of administrative instruction ST/AI/2010/3.[1]

4.4 In instances where the job opening has been established on the basis of an individually classified job description, the job opening and its associated evaluation criteria shall be submitted to the appropriate central review body for approval.

4.5 The central review bodies shall review the recommendation for filling a specific position or for placing candidates on the roster following a generic job opening, made by the department/office concerned, to ensure that the integrity of the process was upheld, that the applications and profiles of applicants were reviewed on the basis of the pre-approved evaluation criteria and that the applicable procedures were followed.

4.6 In so doing, the central review bodies shall consider whether:

(a) The recommendation of candidates is reasoned and objectively justifiable based on evidence that the pre-approved evaluation criteria set out in the job opening were properly applied;

(b) The record indicates that there was no mistake of fact or mistake of procedure, prejudice or improper motive that could have prevented a full and fair consideration of the candidates' requisite qualifications;

(c) The record contains a fully justified analysis of each of the competencies listed in the job opening, which must be evaluated during the competency-based interview and/or other assessment methodologies for all short-listed candidates.

4.7 When the central review body has found that the evaluation criteria were properly applied and that the applicable procedures were followed, it shall so inform the head of department/office concerned or the Director of the Field Personnel Division in the case of the field central review bodies, through the review bodies'

[1] As may be amended or replaced by a new administrative issuance on the same subject.

secretariat, and recommend that the head of department/office approve the proposed candidate(s) for selection or placement on a roster.

4.8 When the central review body has questions or doubts regarding the proper application of the evaluation criteria and/or the applicable procedures, it shall request the necessary information from the head of department/office, the hiring manager or the ex officio member representing the Office of Human Resources Management, the local human resources office or the ex officio member representing the Department of Field Support, as appropriate. Once the questions are answered to the satisfaction of the central review body, that body shall proceed as provided in section 4.6 of the present bulletin.

4.9 If, after obtaining additional information, the central review body finds that the evaluation criteria were improperly applied and/or that the applicable procedures were not followed, it shall transmit its findings and recommendation to the official having authority to make the decision on behalf of the Secretary-General, as follows:

(a) The Under-Secretary-General for Management for posts at the P-5 and D-1 levels;

(b) The Assistant Secretary-General for Human Resources Management for all other posts.

4.10 Central review bodies shall review proposals for the termination of permanent appointments for unsatisfactory service under staff regulation 9.3 (a) (ii) and staff rule 13.1 (b) (i), and advise the Secretary-General as to whether the conditions for such termination are met.

**Section 5**
**Final provisions**

5.1 The present bulletin shall enter into force on the date of its issuance.

5.2 The Secretary-General's bulletins ST/SGB/2002/6 and Amend.1, entitled "Central review bodies", and ST/SGB/2009/5, entitled "Field Central Review bodies", are hereby abolished.

5.3 The provisions of the present bulletin shall prevail over any inconsistent provisions contained in other administrative issuances currently in force.

(*Signed*) **BAN** Ki-moon
Secretary-General